

FORM

M-L

ASSESSMENT DATE AS OF: JANUARY 1, 2008

DUE DATE: MARCH 3, 2008

LEASED, RENTED, OR LOANED PERSONAL PROPERTY RETURN

2008

For property located at, but not owned by, a Wisconsin manufacturer.

NEW FOR 2008

- An option to electronically file the M-L Form is now available. Owners of personal property that lease to, rent to, or have located at a Wisconsin Manufacturer and/or their representatives are now able to transmit Wisconsin Manufacturing Leased Personal Property Return (Form M-L) data in an electronic file to the Wisconsin Department of Revenue using the Internet. This is a process intended for participants who have technical expertise to create and validate an XML document or are using software that provides that service for you. See **ELECTRONIC FILING** for more details.
- The Department of Revenue will no longer print and mail M-Forms. Leasing companies are encouraged to file electronically (see **ELECTRONIC FILING**) or download and print the M-L Form from the Department of Revenue website (see **INTERNET FORMS**).
- Sign up for the DOR Electronic Mailing List to receive e-mail notification on filing deadlines, forms updates, and electronic filing availability. Simply go to www.revenue.wi.gov/html/lists.html and check the "Manufacturers" checkbox.
- The Department of Revenue has created a new "State Leasing Number" for each leasing company. A letter will be mailed to each active leasing company in January identifying their new State Leasing Number. Leasing companies filing for the first time will be assigned a number upon filing.

ELECTRONIC FILING – The electronic file transmission for the M-L Form features:

- secure process for receiving formatted electronic transmissions of M-L returns
- XML language using a Department of Revenue web server
- scripted transmission methods
- allows one return per XML file
- uses REST-based XML web service over 128 bit encryption SSL
- returns acknowledgments immediately upon filing
- offers a single state-wide filing option to replace paper filings to each District Office. For information on the M-L file transmission and system authorization processes, visit the Department of Revenue website at www.revenue.wi.gov/forms/manuf/m-forms.html.

INTERNET FORMS – If you choose to file a paper M-L Form, an electronic version of this form (*.pdf) may be downloaded from the Department of Revenue website at www.revenue.wi.gov/forms/manuf/index.html. When submitting a printed copy of the M-L, be sure to mail the completed, signed form to the Manufacturing & Utility Section office responsible for the particular location of your leased personal property. See page 2 for a list and map of the Wisconsin counties assigned to each district office and corresponding mailing address.

DUE DATE – File this form on or before March 3, 2008. The form must be postmarked or received on or before March 3, 2008, at the appropriate Manufacturing & Utility Section Office listed on page 2.

FILING EXTENSION REQUESTS – Submit a request on or before March 3, 2008, to extend the filing deadline of this form to April 1, 2008. An extension may be requested by fax at 608-264-6897. It may also be requested by email at mfgtelco@revenue.wi.gov. Post office mail requests must be postmarked on or before March 3, 2008 and mailed to:

Wisconsin Department of Revenue
Bureau of Property Tax
Manufacturing & Utility Section, Mail Drop 6-97
PO Box 8971
Madison WI 53708-8971

REPORTING REQUIREMENTS – Use this form to report to the Department of Revenue all personal property that you lease to, rent to, or have located at a manufacturer. Page 5 of this form, with an **original signature**, must be submitted to the Manufacturing & Utility Section office responsible for serving the area in which the property is located (see Page 2).

IF YOU SOLD ALL OF THE EQUIPMENT PRIOR TO JANUARY 1, 2008, in the spaces below provide (1) your company's name, address and phone number, (2) the new owner's name, address and phone number, and (3) return this page to the Manufacturing & Utility Section Office listed above under **FILING EXTENSION REQUESTS**.

Company Name (Seller)	Address	Phone
Name of New Owner (Buyer)	Address	Phone

If you no longer lease property in the State of Wisconsin, write "NONE" on the schedules and submit the form to avoid a non-filing penalty.

WARNING

If you utilize any mailing method which does not affix a clear date stamp to the mailing envelope, **we must receive your mailing on or before the due date**. Please be sure to mail your form(s) well in-advance of the due date to be certain that DOR will receive them in a timely manner.

COMMENTS/SUGGESTIONS – We appreciate your comments and suggestions on forms. Please submit them with your return.

Addresses of Manufacturing & Utility Section Offices Wisconsin Department of Revenue

(Mail the completed return to the appropriate office listed below.)

Lake Winnebago District – Area 75
Manufacturing & Utility Section Office
845 South Main Street, Suite 140
Fond du Lac, WI 54935-6116
Phone: 920-929-2962
Fax: 920-929-7202
Email: mfgtel75@revenue.wi.gov

Metro District – Area 77
Manufacturing & Utility Section Office
Rm. 530 State Office Building
819 North 6th Street
Milwaukee, WI 53203-1610
Phone: 414-227-4456
Fax: 414-227-4095
Email: mfgtel77@revenue.wi.gov

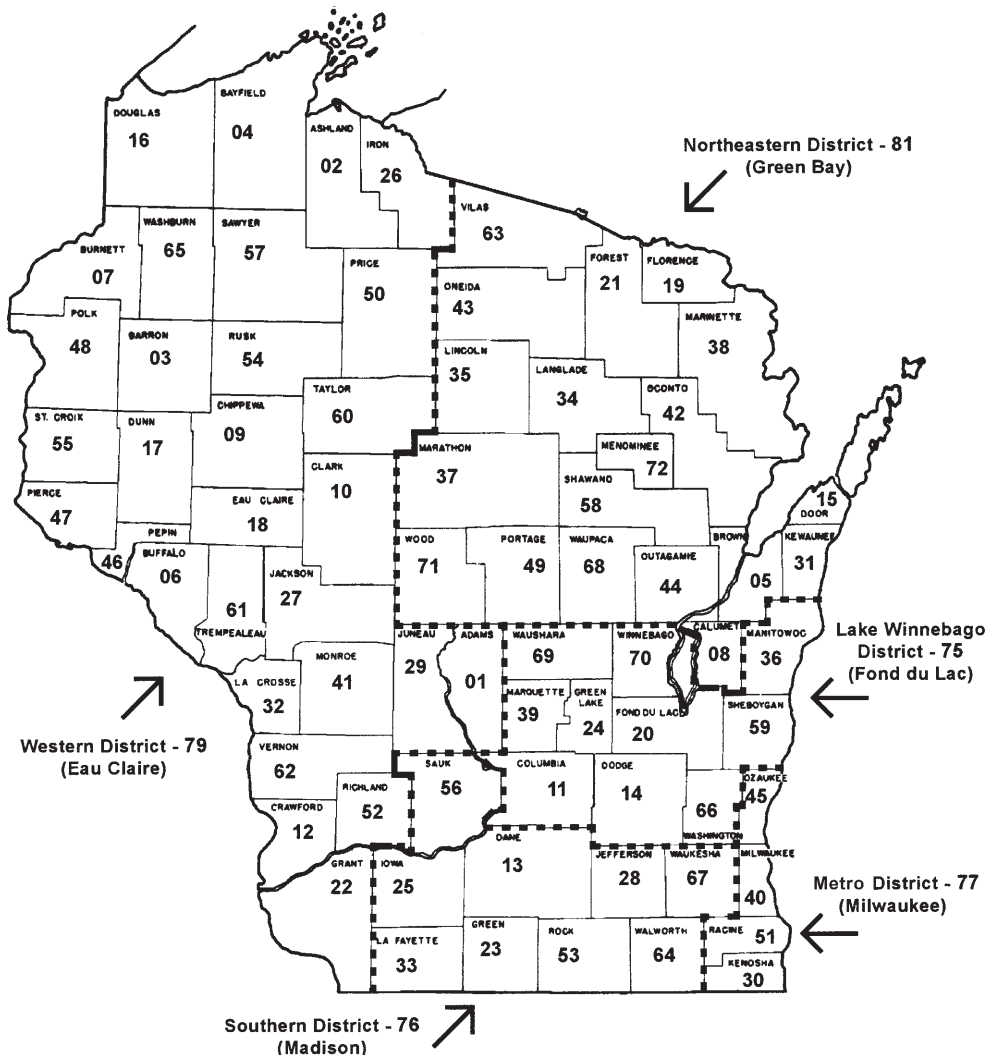
Southern District – Area 76
Manufacturing & Utility Section Office
Mailing Address: PO Box 8909
Madison, WI 53708-8909
Street Address: 2135 Rimrock Rd, Mail Drop 6-301
Madison, WI 53713-1443
Phone: 608-267-2163
Fax: 608-267-1355
Email: mfgtel76@revenue.wi.gov

Western District – Area 79
Manufacturing & Utility Section Office
707 South Barstow
Eau Claire, WI 54701-3894
Phone: 715-836-4925
Fax: 715-836-6690
Email: mfgtel79@revenue.wi.gov

Northeastern District – Area 81
Manufacturing & Utility Section Office
200 N. Jefferson Street, Suite 626
Green Bay, WI 54301-5190
Phone: 920-448-5191
Fax: 920-448-5210
Email: mfgtel81@revenue.wi.gov

Alphabetical List of the Wisconsin Counties

County Code	County Name	District Office Code
01	ADAMS	79
02	ASHLAND	79
03	BARRON	79
04	BAYFIELD	79
05	BROWN	81
06	BUFFALO	79
07	BURNETT	79
08	CALUMET	81
09	CHIPPEWA	79
10	CLARK	79
11	COLUMBIA	75
12	CRAWFORD	79
13	DANE	76
14	DODGE	75
15	DOOR	81
16	DOUGLAS	79
17	DUNN	79
18	EAU CLAIRE	79
19	FLORENCE	81
20	FOND DU LAC	75
21	FOREST	81
22	GRANT	79
23	GREEN	76
24	GREEN LAKE	75
25	IOWA	76
26	IRON	79
27	JACKSON	79
28	JEFFERSON	76
29	JUNEAU	79
30	KENOSHA	77
31	KEWAUNEE	81
32	LA CROSSE	79
33	LAFAYETTE	76
34	LANGLADE	81
35	LINCOLN	81
36	MANITOWOC	75
37	MARATHON	81
38	MARINETTE	81
39	MARQUETTE	75
40	MILWAUKEE	77
41	MONROE	79
42	OCONTO	81
43	ONEIDA	81
44	OUTAGAMIE	81
45	OZAUKEE	77
46	PEPIN	79
47	PIERCE	79
48	POLK	79
49	PORTAGE	81
50	PRICE	79
51	RACINE	77
52	RICHLAND	79
53	ROCK	76
54	RUSK	79
55	ST CROIX	79
56	SAUK	76
57	SAWYER	79
58	SHAWANO	81
59	SHEBOYGAN	75
60	TAYLOR	79
61	TREMPEALEAU	79
62	VERNON	79
63	VILAS	81
64	WALWORTH	76
65	WASHBURN	79
66	WASHINGTON	75
67	WAUKESHA	76
68	WAUPACA	81
69	WAUSHARA	75
70	WINNEBAGO	75
71	WOOD	81
72	MENOMINEE	81



GENERAL INSTRUCTIONS

Leasing companies that own personal property leased to, rented to, or located at a Wisconsin Manufacturer (as defined in Section 70.995 of the Wisconsin Statutes) are required to file this form. A complete list of all entities in the state of Wisconsin currently classified as manufacturers can be found on our internet site at www.revenue.wi.gov/report/m.html#manuf (Excel format).

This downloadable form has been prepared for your convenience and use in the completion and filing of your 2008 Wisconsin Manufacturing Leased Personal Property Return (Form M-L). **If you need to report property located in more than one Manufacturing & Utility district office, you must mail a separate return to each district office (see Page 2 for district map and county list).**

DUE DATE – The form must be postmarked or received at the appropriate Manufacturing & Utility Section Office listed on Page 2 on or before March 3, 2008.

WHERE TO FILE YOUR PAPER RETURN – Mail your completed **original** return to the Wisconsin Department of Revenue, Manufacturing & Utility Section Office, **serving the county in which the property is located**. To determine the correct district office, match the county in which the property is located to the two digit District Office Code on Page 2 of this booklet. The district office addresses and phone numbers are shown on Page 2. **Faxed copies of the return are not acceptable because an original signature is required.**

STEPS FOR COMPLETING THE PAPER M-L FORM –

1. Enter the leasing company's State Leasing Number and Federal Employer Identification Number (FEIN) on the M-L Form cover page (page 5) in the spaces provided.
2. Complete the address area on the M-L Form cover page (page 5) with the company's current name and mailing address. If the name or address has changed, check the address change box.

IMPORTANT: If you use a PO Box number, make sure the proper zip code is shown.
3. Complete Schedule LL on Page 6. Detailed instructions for completing this schedule are located on Page 7. The 2008 Composite Conversion Index Factors used for completing Schedule LL are found on Page 8. Report the required information for every manufacturer's account.
4. As an alternative method of fulfilling the requirements of completing Schedule LL you may submit a substitute of the schedule or a computer printout in an **8 1/2" x 11" format**. In either case the substitute **must** contain **all** information requested on Schedule LL.

If you choose this alternative method of reporting you must also sign Schedule A of this M-L Form and file the signed Schedule A, along with your substitute report, with the appropriate Manufacturing & Utility Section Office.

5. Sign Schedule A. Unsigned forms are not acceptable. **We must have the return with an original signature. We cannot accept faxes or copies of the signature.**
6. Any property reported last year but not this year, must be accounted for on your 2008 filing. You must file if you had active leases reported for 2007. Either list disposed property on the 2008 Schedule LL and indicate the reason in Column 5.

Attach a separate extra page indicating the disposition of the property reported last year or a photocopy of last year's Schedule LL indicating the status of such equipment. If the equipment has been sold please indicate to whom it was sold on the cover of this return.

ASSESSMENT DATE – This return is used in arriving at the assessed value of property leased to, rented to, or located at a manufacturer and subject to general property taxes **as of the close of January 1, 2008.**

EXTENSION REQUESTS – The law grants one filing extension to April 1, 2008 if your request is **filed electronically, e-mailed, sent by first class mail, or faxed** (postmarked or received) on or before March 3, 2008 (**one day late is denied**).

- To file an electronic extension for the M-L, see the Department of Revenue website at www.revenue.wi.gov/forms/manuf/m-forms.html. Authorization information is also available at this site.
- If not filed electronically, an extension request must be in writing (not by telephone) to the **Manufacturing & Utility Section Central Office**:
 - Email: mfgtelco@revenue.wi.gov
 - Fax: (608) 264-6897
 - Send post office mail requests to:

Wisconsin Department of Revenue
Bureau of Property Tax
Manufacturing & Utility Section, Mail Drop 6-97
PO Box 8971
Madison WI 53708-8971

Timely filed electronic extensions are acknowledged immediately on screen. DOR will not send an acknowledgment of extension requests received by mail, e-mail or other delivery service. If you want proof of mailing, we recommend obtaining a USPS certificate of mailing, delivery service confirmation or e-mail delivery receipt. Failure to file a complete report by the due date or extension date will result in a filing penalty.

FILING PENALTY – This form is not considered properly or timely filed unless the return contains all of the required data for each equipment location. Failure to provide the required data will result in a filing penalty. Schedule LL must be filed by the lessor even though manufacturers are assessed and responsible for the property tax in the State of Wisconsin. Lessees are also required to report leased property information on their personal property returns.

PROPERTY LEASED TO UTILITIES – For information concerning the reporting of property leased to utilities contact:

Wisconsin Department of Revenue
Bureau of Property Tax
Manufacturing & Utility Section, Mail Drop 6-97
PO Box 8971
Madison WI 53708-8971

(608) 266-8162

PROPERTY LEASED TO NON-MANUFACTURERS & NON-UTILITIES – You should report all property leased to non-manufacturers and non-utilities to the local municipal assessor. Telecommunication companies are assessed by the Bureau of Property Tax, Manufacturing & Utility Section.

LEASING COMPANIES LOCALLY ASSESSED

(By Municipal Assessor, not the Department of Revenue)

In general, personal property leased to, rented to, or loaned to a Wisconsin manufacturer is assessed by the Department of Revenue and assessed to the manufacturer. However, Chapter 10 of the Wisconsin Property Assessment Manual allows low value items with no likelihood of qualifying as exempt M&E to be assessed by the municipal assessor. Below is a list of leasing companies who lease such items to manufacturers in the state. For the January 1, 2008 assessment, property owned by these leasing companies and leased to Wisconsin manufacturers is assessed by the municipal assessor. In addition, all assessable vending machines continue to be locally assessed.

ADP INC	FEDERAL EXPRESS (FED EX)	PLANTERIOS OF WISCONSIN
ADT SECURITY SERVICES INC	FME CORPORATION	PLANT RENTALS
ALLCOM OF WIS	FRANCOTYP – POSTALIA INC	PREMIUM WATER INC – CHIPPEWA SPRINGS LTD
ALL CITY COMMUNICATIONS CO	FRIDEN NEOPOST	RENTOKIL TROPICAL PLANT SERVICES
AMERITECH MONITORING SERVICE	GALILEO INTERNATIONAL INC	REUTERS
AMERITECH PAGING	GREEN VALLEY DISPOSAL CO INC	RPS INC
AN-SER SERVICES	HASLER INC	SAFETY-KLEEN SYSTEMS INC
ARCH COMMUNICATIONS	HONEYWELL INC DBA PROTECT	SANIFILL
ASSOCIATED PRESS	IDEAL DISPOSAL SERVICE	SAVRE GROUP INC
ASSOCIATES CAPITAL	INDUSTRIAL TOWEL & UNIFORM	SECURITY LINK FROM AMERITECH
BADGER MAILING & SHIPPING SYSTEMS INC	INTERIORSCAPES	SIEMENS WATER TECHNOLOGIES CORP
BEEPER MARKETING OF WI INC	LEASE FINANCE GROUP LP	SKYTEL CORP
BENTLEY WELDING SUPPLY/ PRAXAIR DISTRIBUTION INC (NOT Praxair Inc Leased Equipment)	MAILWAUKEE MAILING AND SHIPPING EQUIPMENT INC	SPIC & SPAN INC
BEST DISPOSAL SERVICE	MERMAID WATER SERVICES CORP	SUPERIOR OF WISCONSIN & SUPERIOR SERVICES
BETHESDA SPRING WATER	METROCALL INC	SYSCO FOOD SERVICES
BFI (BROWNING-FERRIS IND)	MIDWEST AERIAL PLATFORM	TAYLOR INDUSTRIAL
BIOKLEEN ENVIRONMENTAL	MINERAL SPRING WATER CO	TEL-SEC
BRENT'S MAILING EQUIPMENT	MOBILE REDUCTION SPECIALISTS INC	TELECOMMUNICATIONS INCOME
BROOK FURNITURE RENTAL	NATURE'S PURIST WATER	TOWN & COUNTRY WASTE SERVICE INC
BUSINESS SERVICE CENTER INC	NEOPOST LEASING	TSR-WIRELESS-APPLETON
CARD ESTABLISHMENT SERVICES	NES EQUIPMENT RENTAL LP	UNIFIED MERCHANT SERVICES
CENTRAL CONTROL ALARM CORP OF APPLETON	ONYX WASTE SERVICES INC	UNITED PARCEL SERVICE (UPS)
CONTAINER HAUL-AWAY INC DBA PELLETERI'S WASTE SYSTEMS	OSI ENVIRONMENTAL INC	UPI
CULLIGAN WATER CONDITIONING	OSTEN INC	USA WASTE OF WISCONSIN
DOW JONES TELERATE INC	PACKERLAND RENT-A-MAT INC	VIKING FIRE PROTECTION
DTN LEASING INC	PAGE NET	WASTE MANAGEMENT (Excluding Chemical Waste Management)
EDI SUPPLIER	PAGING NETWORK	WISCONSIN RECYCLING DISPOSAL
ENVIRITE CORP OF ILLINOIS INC	THE PELTZ GROUP LLC	WORLDSPAN LP
FARMER BROS CO	PITNEY BOWES INC (NOT Credit Corp)	


For Personal Property Leased, Rented or Loaned to Wisconsin Manufacturers located in the following Manufacturing & Utility Section administrative area (*check one only*):


- ☐ Lake Winnebago (Fond du Lac) District – Area 75
- ☐ Southern District (Madison) – Area 76
- ☐ Metro (Milwaukee) District – Area 77
- ☐ Western (Eau Claire) District – Area 79
- ☐ Northeastern (Green Bay) District – Area 81

MAIL THIS FORM TO: The administrative area in which the leased, rented or loaned property is located. *If you have leased personal property located in more than one administrative area, you must file a separate return for each area.* See the map on page 2 of this booklet for the address and contract information for each Manufacturing & Utility Section office.

I, the undersigned, declare under penalties of law that I have personally examined this return and completed schedules. To the best of my knowledge and belief it is true, correct and complete.

NOTE: This page, with an original signature, must be submitted

PREPARER SIGN HERE 	Please Print Name		Email
	Signature		Telephone Number EXT.# () –
	Firm or Title	Date	Fax Number () –

LESSOR SIGN HERE 	Please Print Name		Email
	Signature		Telephone Number EXT.# () –
	Firm or Title	Date	Fax Number () –

FOR DEPARTMENT USE ONLY		
<div style="border: 1px solid black; padding: 5px;"> PENALTY <input type="checkbox"/> 10 days or less <input type="checkbox"/> 31+ days <input type="checkbox"/> 11-30 days <input type="checkbox"/> Cancel Extension: <input type="checkbox"/> Yes Date of Mailing _____ Type _____ </div>	<div style="border: 1px solid black; padding: 5px;"> Stamp _____ <div style="text-align: right;">(R. 12-07)</div> </div>	
<div style="border: 1px solid black; padding: 5px;"> Log In Preaudit Audit Review </div>	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid black;">Initial</div> </div>	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: center; border-bottom: 1px solid black;">Date</div> </div>

2008 SCHEDULE LL LESSOR DATA REPORTING WORKSHEET

Lessor
Name _____

	Col. 1 Lessee Information	Col. 2 Equipment Information	Col. 3 Lease Information	Col. 4 Cost Information	Col. 5 Lease Status	LEAVE BLANK
1	Lessee Name	Type of Property	Lease No.	Lessee ID	Check Lease Status on January 1 <input type="checkbox"/> Active Lease (Original) <input type="checkbox"/> Renewal (Re-leased) For Property Disposed of: <input type="checkbox"/> Sold to Lessee <input type="checkbox"/> Returned to Lessor <input type="checkbox"/> Scrapped	Cost
	Address	Description	Inception Date	Year of Acquisition		Life
	City State Zip	Brand Name Model No.	Term	Original Selling Price		Factor
	Phone #	Qty Serial No.	Gross Annual Rent	Current Selling Price Used		\$
2	Lessee Name	Type of Property	Lease No.	Lessee ID	Check Lease Status on January 1 <input type="checkbox"/> Active Lease (Original) <input type="checkbox"/> Renewal (Re-leased) For Property Disposed of: <input type="checkbox"/> Sold to Lessee <input type="checkbox"/> Returned to Lessor <input type="checkbox"/> Scrapped	Cost
	Address	Description	Inception Date	Year of Acquisition		Life
	City State Zip	Brand Name Model No.	Term	Original Selling Price		Factor
	Phone #	Qty Serial No.	Gross Annual Rent	Current Selling Price Used		\$
3	Lessee Name	Type of Property	Lease No.	Lessee ID	Check Lease Status on January 1 <input type="checkbox"/> Active Lease (Original) <input type="checkbox"/> Renewal (Re-leased) For Property Disposed of: <input type="checkbox"/> Sold to Lessee <input type="checkbox"/> Returned to Lessor <input type="checkbox"/> Scrapped	Cost
	Address	Description	Inception Date	Year of Acquisition		Life
	City State Zip	Brand Name Model No.	Term	Original Selling Price		Factor
	Phone #	Qty Serial No.	Gross Annual Rent	Current Selling Price Used		\$
4	Lessee Name	Type of Property	Lease No.	Lessee ID	Check Lease Status on January 1 <input type="checkbox"/> Active Lease (Original) <input type="checkbox"/> Renewal (Re-leased) For Property Disposed of: <input type="checkbox"/> Sold to Lessee <input type="checkbox"/> Returned to Lessor <input type="checkbox"/> Scrapped	Cost
	Address	Description	Inception Date	Year of Acquisition		Life
	City State Zip	Brand Name Model No.	Term	Original Selling Price		Factor
	Phone #	Qty Serial No.	Gross Annual Rent	Current Selling Price Used		\$
5	Lessee Name	Type of Property	Lease No.	Lessee ID	Check Lease Status on January 1 <input type="checkbox"/> Active Lease (Original) <input type="checkbox"/> Renewal (Re-leased) For Property Disposed of: <input type="checkbox"/> Sold to Lessee <input type="checkbox"/> Returned to Lessor <input type="checkbox"/> Scrapped	Cost
	Address	Description	Inception Date	Year of Acquisition		Life
	City State Zip	Brand Name Model No.	Term	Original Selling Price		Factor
	Phone #	Qty Serial No.	Gross Annual Rent	Current Selling Price Used		\$

HOW TO COMPLETE SCHEDULE LL

IMPORTANT: Lessors should report:

1. All property leased, rented, loaned or located at state-assessed manufacturers as of January 1, 2008.
2. Any property reported last year, but no longer under lease as of January 1, 2008, must be accounted for this year. Either report this property on Schedule LL for 2008, checking the appropriate reason for disposal of Column 5 (Lease Status) or attach a photocopy of last year's Schedule LL indicating the status of such equipment. If the equipment has been sold, please indicate to whom it was sold.

COLUMN (1) – LESSEE INFORMATION – Name of Lessee and Property Location (ADDRESS)

Complete this column for each item you lease to, rent to, or is located at a manufacturer (lessee) in this county. Note: Please report the manufacturer's company name or D.B.A. name, whichever is appropriate. List the location (street address and municipality) of the asset if different than the mailing address. Enter the manufacturer's telephone number if available.

COLUMN (2) – EQUIPMENT INFORMATION – Type of Property, Brand Name, Model Number, and Serial Number

Complete this column by indicating the general type of property that you are leasing to a manufacturer. For example: typewriter, calculator, lathe, forklift truck, etc. Enter the brand name, model number and serial number of the property. For example, if you are leasing a computer, enter: IBM System 38, 5382-BYI, serial number 000123.

COLUMN (3) – LEASE INFORMATION – Asset Lease Terms

Enter the lease number, month and year for the beginning of the lease, the term of the lease, and the gross annual rent for the asset.

COLUMN (4) – COST INFORMATION – Asset Cost Information

LESSEE ID – Enter the Lessee ID.

YEAR OF ACQUISITION OR MANUFACTURE – If you are a manufacturer/lessor of equipment, report the year the item was manufactured. If you purchased the item that you are leasing to a manufacturer, report the year the purchase took place.

ORIGINAL SELLING PRICE – Enter the selling price here if amount reported corresponds with the original selling price for the year of manufacture or year of acquisition. Also enter amount here if the purchase price of the item you are leasing to a manufacturer represents a normal retail selling price.

CURRENT SELLING PRICE USED – Enter amount that corresponds with the current selling price of the item being reported.

COLUMN (5) – LEASE STATUS – Active or Inactive (Disposed)

This column represents the current status of all leases, including leases reported last year which are no longer active due to asset disposal (sale of the leased property to the lessee, return of the property or physical disposal (scrapped/salvaged). Check the one box that reflects the current status of all leases active on January 1, 2008 and all inactive leases reported last year.

NOTE: This Schedule will be cross-checked with personal property reports filed by manufacturers (M-P Forms). All leased, loaned, or rented property located at a manufacturer is to be reported by BOTH the owner and the manufacturer.

2008 COMPOSITE CONVERSION INDEX FACTORS

These index factors are provided for use in determining the January 1, 2008, value of fixed assets. The most common method we use is as follows:

Original Acquisition Cost (Retail) times Index Factor (for appropriate useful life)

The steps in this method are:

1. Find the appropriate useful life for equipment type from the list provided on the right side of this page.
2. Use the chart below to find the correct index factor based on the year acquired and indicated useful life.
3. Multiply the original acquisition cost (retail) times the index factor to arrive at the value.

For example, the value of a copier purchased in 2007 for \$10,000 would be \$8,130 (\$10,000 x .813 = \$8,130).

These composite conversion index factors reflect both the change in prices over time and depreciation.

Useful Lives of Various Types of Personal Property

Life	Type
4 year computer	Fax Machines, Computers, Software, Related Data Processing Equipment. This includes the central processing unit and electronic peripheral equipment such as terminals, disk files, tape drives, and printers.
4 years	Pallets
6 years	Copiers, Telephone Systems and Equipment
10 years	Office Furniture, Fixtures, and Equipment; Machinery and Equipment; Forklifts
20 years	Boilers and Tanks

Full Life of Asset at Time of Acquisition							
Year Acquired	YRS. MOS.	4 computer 48	4 48	6 72	10 120	20 240	Year Acquired
2007		0.813	0.813	0.875	0.925	0.963	2007
2006		0.518	0.518	0.669	0.802	0.908	2006
2005		0.333	0.333	0.517	0.701	0.865	2005
2004		0.212	0.212	0.395	0.608	0.815	2004
2003		0.133	0.111	0.296	0.517	0.754	2003
2002		0.083		0.223	0.439	0.698	2002
2001		0.052		0.117	0.373	0.645	2001
2000		0.032			0.318	0.597	2000
1999					0.270	0.552	1999
1998					0.229	0.510	1998
1997					0.133	0.472	1997
1996						0.441	1996
1995						0.412	1995
1994						0.387	1994
1993						0.362	1993
1992						0.341	1992
1991						0.317	1991
1990						0.302	1990
1989						0.289	1989
1988						0.276	1988
1987 & prior		0.032	0.111	0.117	0.133	0.271	prior years

NOTE: Heavily outlined boxes, at the end of each column, indicate the factor to be used for the year indicated AND any acquisitions from prior years. ALL ASSETS MUST BE REPORTED REGARDLESS OF AGE.